

Executive Director

The Northumberland Manufacturers Association is currently looking for a full time Executive Director to join their team starting August 1st, 2018. Working with the Office Administrator and Board Members of the NMA, the Executive Director plays a key role in the day to day operations. Their responsibilities include, but are not limited to;

PRIMARY RESPONSIBILITIES:

- Provide organizational leadership, vision, strategic thinking, risk assessment/management and fiscal responsibility;
- Provide direct supervision of part-time staff, projects and contracted services; execute all NMA projects and activities in a manner that incorporates best practices while achieving Association goals, priorities, mission and values;
- Ensure actions support short and long range growth objectives fostering the growth and sustainability of membership;
- Ensure actions are in compliance with the Association's By-Laws, Policies, Strategic Goals and all applicable Municipal, Federal and Provincial requirements;
- Provide advice to the Board of Directors, Committees of the Board, General membership, government agencies, stakeholders and interest groups by communicating information, and the Association's objectives;
- Attend Board meetings and other Committees of the Association as required;
Manage the day-to-day operations of the Association including such areas as: overseeing day-to-day inquiries and correspondence; the Association's website, mailing lists, minutes, financial and other records; governance activities including board elections, board meetings and Annual General Meeting as required in organization's governing by-laws;
- Promote memberships to public and private sector prospects;
- Develop new and nurture existing strategic partners to support the overall strategy of NMA;
- Implement the Association's strategic priorities as identified by the Board, update the yearly action plan and identify budget needs and potential sources of funding to augment projects, apply for and implement funding programs as required.
- Provide advice to the Board, and/or President/Treasurer in the area of Human Resources matters such as: recruitment and selection, promotion and dismissal of contracted consultants or interns;
- Strive to provide a positive, professional image to the public and promote the mandate of the Association;
- Adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Association; and
- Perform other duties as may be assigned.

FUNDRAISING, EVENTS, MARKETING & COMMUNICATION

- Expand local revenue generating and fundraising activities to support and expand existing program operations. Activities to include but are not limited to preparing grant proposals, recruiting corporate sponsors, new membership, and revenue generating events, etc;
- Under direction of and with the President or designated member of the board meet regularly with government officials (MP, MPP, etc) to discuss the needs of local industry and the vision

of the NMA;

- Seek new and complementary opportunities, undertake research and implement marketing initiatives that are aligned with the Association's goals;
- Promote the value proposition of the organization with a goal of retaining members and increasing membership;
- Communicate the activities of the Association and partners, as appropriate;
- Manage NMA Communications and Public Relations including website and applicable social media; develop and distribute media releases as approved by the President;
Liaise with the media, municipal administrations, local boards, government ministries, institutions and organizations to ensure good public relations, exchange of knowledge, solutions and best practice improvements related to the work of the Association.
- Network with established local partners (NCFDC, KMA, QMA, etc.) and government to develop and launch programs and events to bolster the productivity and competitiveness of the manufacturing sector in Northumberland.
- Organize, grow and manage the following events including: Speaker Series; Focus Group Meetings; Member Awards; Manufacturing Month events; Plant Tours; Golf Tournament; and the High Performance Manufacturing Conference (Annually)

FINANCE AND ACCOUNTING

- Oversee the maintenance of the Association's financial accounts including accounts payable/receivable, ensuring appropriate accounting practices are being adhered to;
- As authorized by the Board make operating purchases by credit card to an upper limit as agreed upon by the board;
- Develop and manage the Association's operating and other budgets for Board approval: to optimize programs and services with financial accountability to the Board, Treasurer and membership; monitor and ensure expenditures are consistent with operating objectives; and source funding programs wherever available.

KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate will possess the following;

- Post-secondary degree or equivalent in Business, or other related field; experience in the manufacturing sector would be considered an asset;
- Minimum 5 years Administration and Event organizing experience;
- Working knowledge of generally accepted accounting principles; and
- bookkeeping practices;
- Leadership skills;
- Excellent verbal communication skills including courtesy, tact, discretion, explanation, judgment, persuasion and presentation skills;
- Excellent written communication skills including grammar/spelling skills for proofreading, editing and writing of reports/correspondence;

- Interpersonal and customer service skills;
- Planning, organizational and time management skills (e.g. strategic, project and budget);
- Problem solving and decision making skills;
- Intermediate computer skills including expertise on Email, Word, Excel, PowerPoint;
- Creative thinking;
- Sales, marketing and promotions knowledge; and
- Ability to work independently with minimal supervision to achieve goals.
- Valid and satisfactory 'G' drivers license and access to own vehicle; and
- Valid and satisfactory Police Records.